



DEPARTMENT OF THE ARMY
UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
UNIT 29351
APO AE 09014-9351

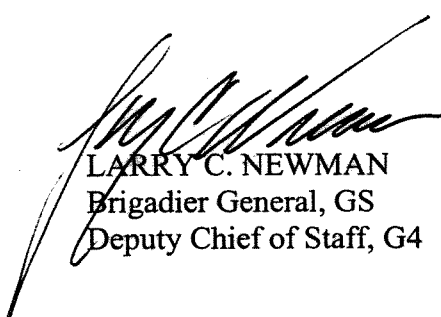
AEAGD

17 June 2004

MEMORANDUM FOR G4 USAREUR PERSONNEL

SUBJECT: Open Door Policy

1. All military and civilian personnel of G4, USAREUR may see me to seek assistance.
2. This policy is not intended to circumvent the normal chain of command. Military and civilian personnel should use their chain of command to resolve issues at the lowest level. However, in those unusual situations where solutions cannot be resolved, both the individual and that supervisor are encouraged to seek my assistance.
3. If an individual does not wish to address a situation with members of their immediate chain of command for personal reasons, I am available.
4. To facilitate my availability, I recommend you make an appointment through my secretary, although this is not required. My office number is 370-8506.


LARRY C. NEWMAN
Brigadier General, GS
Deputy Chief of Staff, G4



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MEMORANDUM FOR G4 USAREUR PERSONNEL

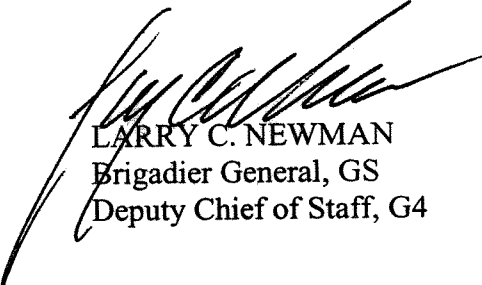
SUBJECT: Individual Security Responsibility Policy

1. The protection of classified or sensitive but unclassified information is the responsibility of each G4 employee who has need-to-know or need-to-access to certain types of information, regardless of how it was obtained or what form it takes. Security regulations do not guarantee protection and cannot be written to cover all situations. Basic security principles, common sense, and a logical interpretation of the regulations must be applies.
2. No matter how controlled the environment; or how sophisticated the security hardware, individual responsibility remains the most essential element in a successful information security program. In most cases, the compromise of sensitive and/or classified information is not the result of some well-devised espionage operation, but rather caused by individual negligence and failure to follow established security policies and procedures.
3. Each person is responsible for providing protection and accountability for the information they are creating, processing, or storing at all times. Classified information is to be stored in a GSA approved security container and sensitive and but classified information, (i.e., For Official Use Only, Privacy Act) shall be stored in a file cabinet/desk drawer. Everyone must follow procedures ensuring that unauthorized persons do not gain access to information unless they have a bonafide need-to-know basis. Rank has no privileges where the security of classified material is concerned. Security regulations apply to everyone, and must be enforced accordingly.
4. Failure to properly protect classified information and/or sensitive but unclassified information demonstrate a lack of security awareness and practice. As the G4 Security Commander, I hold each individual personally accountable to properly protect all information in their possession at all times.

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SUBJECT: Individual Security Responsibility Policy

5. We must lead the way in good security policies, programs, and practice. Anything less is simply not acceptable.



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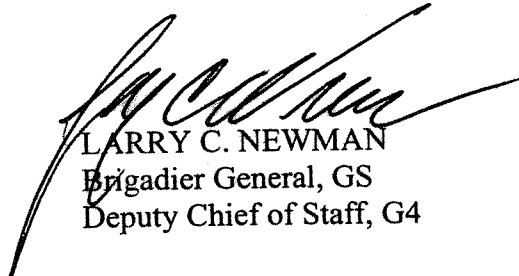
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MEMORANDUM FOR G4 USAREUR PERSONNEL

SUBJECT: Military Personnel Accountability Policy

1. As we continue to fight the global war on terrorism it is important that we know the whereabouts of our personnel. With this in mind, supervisors must ensure that personnel accountability is maintained along with an updated recall roster to help us maintained a high state of readiness.
2. Personnel accountability includes daily reporting procedures in the morning, of each person by his or her supervisor to the SGM. The purpose of this action is not only to ensure compliance with Army standards, but to verify the welfare and well-being of the soldier.
3. I strongly encourage first line supervisors to actively be involved in accounting for their subordinates, both on and off duty. Accountability includes knowing where subordinates are. Their professional and personal needs. Division Chiefs and their branch chiefs will administer personnel accountability in a positive manner and not restrict normal off duty activities.


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MEMORANDUM FOR G4 USAREUR PERSONNEL

SUBJECT: Physical Training Policy

1. Physical fitness (PT) provides a foundation for combat readiness and must be an integral part of every soldier's life. Unit readiness begins with the physical fitness of Soldier and the Noncommissioned Officers and Officers who lead them. Soldiers are expected to meet the fitness standards set forth in AR 350-41 and FM 21-20.
2. Soldiers will take the APFT at least twice each year with a minimum of 6 months separating records tests, if only two record tests are given. HHC Company administers APFT monthly. It is strongly recommended that personnel test during the company's schedule week. Soldiers who fail to take the APFT within the required period will be flagged (suspension of favorable personnel actions) according to AR 600-8-2.
3. If a soldier is on temporary profile during their APFT window, they must still report for weigh-in with the most recent, valid copy of their profile. Recovery periods are equal to two times the length of the profile, not to exceed 90 days. Soldiers will take a "For Record" APFT immediately after the recovery period ends if they are due for an APFT.
4. The alternate test is primary designated for soldiers with permanent physical profiles which preclude them from taking the 2-mile run; however, soldiers with temporary profiles of long duration (more than 3 months) may also take an alternate test approved by the HHC Commander after input from health care personnel.
5. In the event of a record APFT failure, soldiers without a medical profile, will be flagged and required to participate in the Company's Special Fitness PT Program. Soldiers will be retested not later than 3 months following the initial APFT failure. The Commander may allow soldiers to retake the test as soon as the soldier and the Commander feel the soldier is ready. Requests will be submitted by the soldier through his/her supervisory channel to the Commander for final approval.

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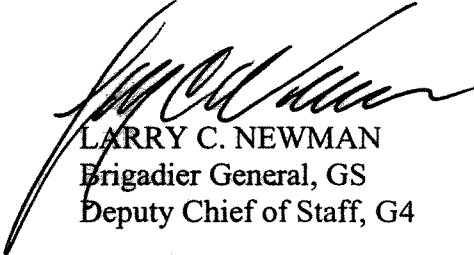
SUBJECT: Physical Training Policy

6. With this in mind, the following guidelines will be met and are not negotiable:

a. Physical training, which may be conducted individually, in groups, or with the HHC, and it will be conducted at a minimum of 3 days per week.

b. It is encouraged to take PT in the morning. If you, so the starting time for duty is 0730. However, PT may be taken at anytime during the day or on weekends. Please discuss with your immediate supervisor what the best schedule is considering your Division work requirements.

7. I have directed the Sergeant Major to be in charge of running the APFT program. No APFT will be taken by any military personnel unless is coordinated through her.



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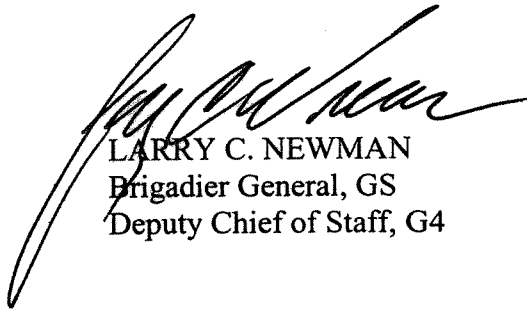
SUBJECT: Safety and Risk Assessment Policy

1. Our Soldiers and families are our most precious resources. This demands our commitment to reduce risks to their safety through all reasonable measures. We must ensure that safety and risk management considerations are embedded into all programs.
2. All of us here in G4 will apply the principles of risk management and safety awareness to ensure that we never place an individual in a situation that holds the risk of injury or death. Every leader and soldier/civilian is responsible to ensure that we continually assess and monitor actions within the organization. Leaders at all levels must never hesitate to speak out and correct an unsafe act.
3. Division Chiefs will conduct safety briefings will be conducted prior to every 3 and 4 day weekend and USARAUR Training Holidays.
 - a. When taking leave or pass leaders must ensure trips have been sufficiently planned (time, rest stops, alternate drivers, anticipated weather conditions) to get safely to destination and back. Ensure vehicle is in safe operating conditions prior to departure. Remind soldier/civilians of important vehicle safety information just prior to planned trip.
 - b. Require the use of USAREUR Off-Duty Risk Assessment Card whenever a soldier/civilian travel to greater than 250 miles from the installation/activity by privately owned vehicles:
 - c. Supervisor should discuss trip information with the Soldier/Civilian and recommend adjustments as required to ensure the trip has been sufficiently planned (time, rest stops, alternate drivers, anticipated weather conditions) to get

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SUBJECT: Safety and Risk Assessment Policy

safely to the destination and back. Supervisor should also consider discussing: POV accident prevention policies, Common accident causes, and key accident prevention safety facts/information. If appropriate, strip maps should be provided.

A handwritten signature in black ink, appearing to read "Larry C. Newman", is written over the typed name and title.

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MEMORANDUM FOR G4 USAREUR PERSONNEL

SUBJECT: Security Violation Policy

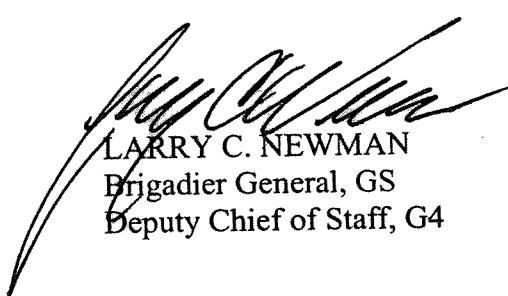
1. References:

a. AR 380-5, Chapter 6 Compromise of Classified Information, Department of the Army Information Security Program Regulation, dated 29 Sep 2000.

b. USAREUR Supplement 1 AR 380-5, Department of the Army Information Security Regulation, dated 24 Sep 2001.

2. It is imperative that all supervisors maintain a sense of urgency towards security awareness and adherence to published regulations and directives. Knowledge of overall installation operations and schedules is useful to potential enemies in terms of gaining knowledge of U.S. communications system's technical capabilities, upgrades, and operational purposes. The key element of security is prevention. Carelessness and inattention with classified or operationally sensitive information must be constantly avoided.

3. All security violations will be reported to the Security Manager, G4 as quickly as possible to ensure responsive corrective action can be initiated.


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MEMORANDUM FOR G4 USAREUR PERSONNEL

SUBJECT: Military Leave Policy

1. As I have told everyone in G4, one of my primary concern as the G4 is to ensure that the fine quality of personnel (both Soldiers and Civilians) that work in G4 are being taken care of. One way to take care of hard working people is to ensure that we program and use leave. Each of us has a responsibility to each other, ourselves, and our families, to be as productive as we can be. I feel to be best productive as possible; you must be afforded the opportunity and take quality leave time.

2. I want Division Chiefs to develop leave plans on their personnel. Some of the basic principles for leave are as follows:

a. Everyone should take annual leave.

b. Leave will only be denied under very adverse circumstances.

c. We must plan leaves so as to balance mission requirements and program leave time.

3. Division Chiefs should periodically review the monthly Commander's Finance Report for leave balances for the military and the Supervisor's Leave Report for civilian leave balances to ensure we are using our leave as efficiently as possible.


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